



Health Screening Procedure

In order to help reduced the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with Terry Tan Child Centre. Everyone must be screened prior to entering the centre.

This tool was developed to assist Terry Tan Child Centre staff in preparing and administering health screening for staff and children who enter the location.

Prior to health screening at our locations, set up is required, please complete the following:

- Complete the health screening training
- Identify/set up the location and staffing of the screening table:
 - Place at front entrance, visually blocking entrance into the centre (if possible)
 - Only ONE entrance/exit is to be used, to ensure that each person is screened
 - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
 - Provide visual guides to assist with physical distancing (e.g., pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the centre
- Place front entrance signage identifying the screening process outside and directly inside centre doors
- Place hand sanitizer at the screening table. Ensure it is visible to staff/clients entering the building and they are asked to hand sanitize
- Ensure Toronto Public Health resources are available for anyone who does not pass the screening
- Ensure the health screening area is disinfected regularly throughout screening and the day
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff
- Parents/guardians are not permitted past the health screening line to ensure physical distancing. Only one parent/guardian is permitted into the screening area
- Staff are not permitted past the health screening line until they have been cleared to enter the centre
- Only the children and staff will have their temperature taken, not parents/guardians
- Parents/guardians are not permitted into the centre

Screening Procedure

Every staff, child and visitor must be screened prior to being admitted into Terry Tan Child Centre. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

Questions are for staff and families

- Greet everyone into the centre with a friendly, calm manner. Request that only ONE parent/guardian enters the centre with the child, and request they both use hand sanitizer.
 - “Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children and families”
- 1. Do you/the child, or any member of your household have any of the following symptoms: fever/feverish, new or existing cough, shortness of breath/difficulty breathing, sore throat or difficulty swallowing, decrease or loss of taste or smell, chills, headache, unexplained fatigue or muscle aches, nausea or vomiting, diarrhea, abdominal pain, pink eye, runny nose or nasal congestion without other known causes? Yes/No
- 2. Have you/the child travelled outside of Canada within the last 14 days: Yes/No
- 3. Have you/the child had close contact with a confirmed or probable COVID-19 case? Yes/No
- 4. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes/No
- 5. Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No
- Staff must complete hand hygiene (hand washing or hand sanitizing), then put on gloves and a mask. Take temperature, record, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time. Goggles will be available upon request of staff.
 - "We are required to take your temperature. The thermometer has been disinfected, and gloves will be worn."

How to respond:

- If the individual answers NO to all questions, and does not have a fever (38 degrees C and above), they have passed the screening and can enter the building:
 - “Thank you for your patience. Your child is cleared to enter the centre”
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (38 degrees Celsius and above), they have failed the screening and cannot enter the building
 - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the centre. Please review the [self-assessment tool](#) on the Ministry of Health website or the [Toronto Public Health website](#) to determine if further care is required”
 - ❖ If response is for a Children's Services staff member, advise that the Supervisor will be notified and will follow up later in the day
 - ❖ Provide clients with a hand out of resources
 - ❖ Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. Personal protective equipment (PPE), a mask and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves and mask

Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at Terry Tan Child Centre, and at any time where a change is made.